



MEMORANDUM

TO: LINDA BETTENCOURT
CITY AND TOWN CLERK

FROM: KORI WISNESKI, DEPUTY GENERAL COUNSEL
KATHLEEN MOREY, DIRECTOR OF HUMAN RESOURCES

DATE: JANUARY 10, 2014

RE: NOTICE OF REGULAR MEETING OF THE GENERAL COUNSEL
COMMISSION

THE GENERAL COUNSEL COMMISSION WILL HOLD ITS REGULAR MEETING ON
TUESDAY, JANUARY 14, 2014 AT 7:00 P.M. IN CONFERENCE ROOM 208.

RECEIVED
14 JAN 10 PM 3:12
TOWN CLERK
MIDDLETOWN, CONN.

* THE MUNICIPAL BUILDING IS WHEELCHAIR ACCESSIBLE *

General Counsel Commission
Municipal Building
Room 208, Second Floor
245 DeKoven Drive
Middletown, Connecticut 06457

AGENDA FOR REGULAR MEETING
TO BE HELD
JANUARY 14, 2014 AT 7:00 P.M.

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TOWN CLERK
MIDDLETOWN, CONN.

A. Call to Order.

B. Approval of Minutes.

1. Review minutes of October 8, 2013 Personnel Review Commission regular meeting.
2. Review minutes of September 17, 2013 Ordinance Study regular meeting.

C. New Business.

1. Job Description: Human Resources Generalist (formerly Personnel Assistant)
2. Job Description: Manager of Senior Services.
3. Labor Management - Teamsters Local #671 Approval of Revised Job Descriptions:
 - i. Clerk of the Common Council;
 - ii. Manager of Accreditation, Research & Special Projects;
 - iii. Assistant Director of Finance;
 - iv. Manager of Human Resources - BOE; and
 - v. Manger of Financial Operations - BOE.

D. Adjournment.

cc: Mayor Daniel T. Drew

If you require special accommodations for any meeting, please call the ADA Coordinator at (860) 638-4540, (voice) or (860) 638-4812 (TDD/TTY), or the Town Clerk's Office at (860) 638-4910 at least ten (10) days prior to the scheduled meeting.